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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

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DIVISION OF PROFESSIONAL REGULATION

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| <b>PUBLIC MEETING MINUTES:</b> | <b>BOARD OF EXAMINERS OF<br/>NURSING HOME ADMINISTRATORS</b>                                  |
| <b>MEETING DATE AND TIME:</b>  | <b>Tuesday, September 13, 2011 at 1:00 p.m.</b>   |
| <b>PLACE:</b>                  | 861 Silver Lake Boulevard, Dover, Delaware<br>Cannon Building, Second-Floor Conference Room B |
| <b>MINUTES APPROVED:</b>       | November 8, 2011  |

**MEMBERS PRESENT**

Terri White, Professional Member, President  
Mike Salitsky, Professional Member (entered at 1:12 p.m.)  
William Daisey, Public Member  
Hope Squier, Healthcare/Public Member  
Elizabeth Hague, Public Member  
Sandra Dole, Healthcare/Public Member  
Victorine Parker, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Daniel Stevenson, Deputy Attorney General  
Patricia Davis-Oliva, Deputy Attorney General  
Michele Howard, Administrative Specialist II

**MEMBERS ABSENT**

Tim Ballas, Professional Member, Vice President  
Frances Wimbush, Public Member, Secretary

**PUBLIC PRESENT**

Varina Marshall

**CALL TO ORDER**

Ms. White called the meeting to order at 1:10 p.m. and welcomed Daniel Stevenson as the Board's new Deputy Attorney General.

**REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the minutes of the July 12, 2011 meeting. Ms. Dole made a motion, seconded by Ms. Squier, to approve the minutes as presented. The motion was unanimously approved.

## **UNFINISHED BUSINESS**

### **STRATEGIC PLAN 2011**

#### **Rule 2.0 (Definition of Preceptor) – Review of Federal Regulations from Mr. Salitsky**

#### **Rules 10.1 and 10.2 (AIT Program) – Review of Federal Regulations from Mr. Salitsky**

Mr. Salitsky stated that the federal regulations did not provide a definition of Preceptor or information specific to AIT guidelines. Ms. Squier stated that the NAB offers a book of AIT/Preceptor Guidelines. Mr. Daisey made a motion, seconded by Ms. Parker, to leave the definition of Preceptor and the rules regulating the AIT program as they are without changes. The motion passed unanimously. Ms. White asked Ms. Howard to order the AIT/Preceptor Guidelines book from NAB.

#### **Board's Addendum A – Review of Federal Regulations from Mr. Salitsky**

The Board will re-review Addendum A after a review of the NAB's AIT/Preceptor Guidelines book.

#### **Board Member Training – Review Board Member Orientation Packet from Ms. White**

Ms. White distributed a draft of a Board Member Orientation checklist to the Board. Ms. White read aloud the checklist items. Ms. Squier made a motion, seconded by Mr. Salitsky, to accept the checklist as presented. The motion passed unanimously. The checklist included the following items:

- State Required Paperwork..... Renae Bailey / DE Division of Professional Regulation
- Introduction to Board Members..... Board President or Vice President
- Overview of Professional Regulations..... Board President or Vice President
- Review of AIT Applications, Progress  
Reports, Reciprocity Requests..... Board President or Vice President
- Review of CEU Application Process..... Board President or Vice President

The checklist has an area to enter the "Completion Date" of each item, and lines for signatures and dates of new Board members and the Board President/Vice President.

#### **Rule 6.0 (Acting/Temporary Licensure) – Review of Federal Regulations from Mr. Salitsky**

Mr. Salitsky stated that the federal regulations advise that an Acting or Temporary NHA be licensed and in good-standing in that state. Ms. Howard stated that the Rule number on the agenda should be Rule 6.0, not Rule 14.2. The Board's Rule 6.0 refers back to 24 *Del.C.* § 5211, which Mr. Stevenson read aloud for the Board. Ms. White made a motion, seconded by Mr. Salitsky, to leave the language as-is. The motion passed unanimously.

#### **CE Credit for Board Meetings – Review Draft from Mr. Stevenson**

Mr. Stevenson distributed a draft prepared by Ms. Davis-Oliva. Mr. Stevenson read aloud proposed rule 5.5 regarding continuing education credit for professional members who attend board meetings. Ms. Hague made a motion, seconded by Ms. Parker, to approve the draft as presented. The motion passed unanimously.

#### **Late Renewal Period Changed from Two Years to One Year – Draft Language has Already Been Approved (awaiting public hearing)**

Ms. Davis-Oliva stated that Mr. Stevenson will publish all of the Board's proposed changes and the Board will have a public hearing.

#### **Continuing Education Audit of Licensees**

Ms. Howard reported that audit notices were generated and mailed last week.

#### **NAB Annual Meeting – Report from Hope Squier**

Ms. Squier gave a summary of her attendance at the NAB Annual Meeting.

## **NEW BUSINESS**

### **RATIFICATION OF LICENSURE** - None

### **REVIEW OF NHA APPLICATIONS FOR LICENSURE**

#### **Tammy Chavis, AIT Application**

Ms. White reviewed the AIT application of Tammy Chavis. Ms. White made a motion, seconded by Ms. Squier, to approve Ms. Chavis for a 6-month AIT program. The motion passed unanimously.

### **REVIEW OF AIT PROGRESS REPORTS**

#### **Laura Kasal, 2<sup>nd</sup> Quarterly Progress Report**

Ms. Hague and Ms. Dole reviewed the 2<sup>nd</sup> Quarterly AIT Progress Report of Laura Kasal and stated that they were “confused” as information appeared to be missing. Ms. White reviewed the report and stated that the outline is incomplete because “only one person initialed starting at week 15”. Ms. White made a motion, seconded by Ms. Squier, to table the 2<sup>nd</sup> Quarterly Progress Report of Laura Kasal and request that she get 2 signatures to “bring the report current”. Once Ms. Kasal resubmits the report, the Board will review it again at its next meeting. The motion passed unanimously.

#### **Christopher Collins, 1<sup>st</sup> Quarterly Progress Report**

Ms. Hague reviewed the 1<sup>st</sup> Quarterly AIT Progress Report of Christopher Collins. Ms. Hague made a motion, seconded by Ms. Dole, to accept the report as presented. The motion passed unanimously.

#### **Varina Marshall, 2<sup>nd</sup> / Final Quarterly Progress Report (needs approval to sit for NAB)**

Ms. Hague and Ms. Dole reviewed the 2<sup>nd</sup> / Final Quarterly AIT Progress Report of Varina Marshall. Ms. Hague made a motion, seconded by Ms. White, to accept the final quarterly report of Ms. Marshall and approve her to sit for the NAB exam. The motion passed unanimously.

#### **Robert Greer, 1<sup>st</sup> Quarterly Progress Report**

Ms. Hague and Ms. Dole reviewed the 1<sup>st</sup> Quarterly AIT Progress Report of Robert Greer and stated that they were “confused” by the report. Mr. Salitsky reviewed the report and made a motion, seconded by Ms. Squier to accept the report as presented. The motion passed unanimously.

#### **Christy Lane, 2<sup>nd</sup> Quarterly Progress Report**

Ms. Hague and Ms. Dole reviewed the 2<sup>nd</sup> Quarterly AIT Progress Report of Christy Lane and stated that they were “confused” by the report. Ms. White reviewed the report and made a motion, seconded by Ms. Hague, to accept the report as presented. The motion passed unanimously.

### **RATIFY APPROVAL OF AIT CHANGES FOR SHEILA O’GARA**

#### **Change AL Preceptor from Kenneth Carson to Susan Barnes**

#### **Request One-Week Extension Thru 10/11/11 (vacation)**

Ms. White stated that both she and Mr. Ballas had reviewed Ms. O’Gara’s requests electronically and approved her AL Preceptor change and one-week extension. Ms. Parker made a motion, seconded by Ms. Hague, to ratify the approval of AIT changes for Sheila O’Gara. The motion passed unanimously.

### **AIT REPORT (as of 9/6/11)**

Ms. Howard distributed a status report of current AITs. Ms. Howard noted that all AITs are up-to-date with progress reports except Marcella England. Ms. Howard stated that she had called Ms. England to request her 1<sup>st</sup> Quarterly AIT Progress Report and was told Ms. England had taken one week of vacation. Ms. England has been advised that the progress report is due and she must submit a request for a one-week extension of her AIT program. Ms. White asked Ms. Howard to send a letter to Ms. England on the Board’s behalf requesting that her 1<sup>st</sup> Quarterly AIT Progress Report be submitted to the board no later than 9/30/11. Once the report is received, it will be reviewed electronically by Ms. White.

REQUEST FOR CE EXTENSION – JOYCE MEDKEFF

Ms. White reviewed the written request from Joyce Medkeff for an extension to earn 4.5 CEUs. Ms. White summarized the request for the Board and stated that the reason for the request was that Ms. Medkeff had been caring for her father who passed away in 2010. Ms. Medkeff had resigned her NHA position for 3 years to care for her father and returned to work in February 2011. After discussion and review of the Board's Rule 5.1.5, Ms. White stated that Ms. Medkeff had shown a hardship and made a motion, seconded by Ms. Squier to grant her an extension to earn 4.5 CEUs by 10/31/11. The motion passed unanimously.

REVIEW OF CONTINUING EDUCATION APPROVAL REQUESTS:

Health Care Association of New Jersey (HCANJ) – 63<sup>rd</sup> Annual State Health Care Convention & EXPO, Atlantic City, NJ, 10/25/11 – 10/27/11, Requesting 2.0 CE hours for each of 11 courses (totaling 22.0 CE)  
DE Health Care Facilities Association (DHCFA) – 18<sup>th</sup> Annual Trade Show & Educational Conference, 9/22/11, Requesting 5.0 CE hours

Delaware Hospice's Family Support Center – *Peace At Last*, 10/28/11, Requesting 6.0 CE hours

Ms. White reviewed the CE approval applications of HCANJ, DHCFA, and Delaware Hospice and made a motion, seconded by Ms. Hague, to approve the applications as presented, clarifying 6.0 CE hours for Delaware Hospice's *Peace At Last* workshop. The motion passed unanimously.

Approved NHA Courses of Study for Licensure – Ms. Howard

Ms. Howard stated that the Board had voted to change its website earlier in 2011 to remove the list of outdated courses and advise that any NHA Courses of Study approved by NAB would also be approved by the Delaware Board. Ms. Howard stated that AITs were having difficulty finding NHA Courses of Study approved by NAB. Ms. Howard contacted NAB and was told that they do not have any approved Courses of Study at this time. Ms. Howard researched the last two years of applications and posted a list of NHA Courses of Study that the Board had approved during that period on the Board's website. Ms. Howard presented the list to the Board, which included courses at the Institute for Continuing Education and Research, University of NC at Chapel Hill and St. Joseph's College of Maine. Ms. Howard added that York College of Pennsylvania had requested to be added to the list on the Board's website. Ms. White made a motion, seconded by Ms. Squier to approve the list as presented and to add York College of PA. The motion passed unanimously.

NAB 2011 MID-YEAR MEETING, DELRAY BEACH, FL, NOVEMBER 9-11, 2011 – Request from Mike Salitsky

Ms. White stated that Mr. Salitsky would like to represent the Board at the NAB's 2011 Mid-Year Meeting in November. Ms. White agreed with Ms. Squier's earlier recommendation that a professional member of the Board attend the NAB meetings. Ms. White made a motion, seconded by Ms. Hague, to approve Mr. Salitsky to attend the NAB's meeting in November 2011. The motion passed unanimously.

MEMO FROM DPR DIRECTOR JAMES COLLINS RE 2012 LEGISLATIVE SESSION

Mr. Stevenson advised the Board that any proposed statutory changes are due to the Division of Professional Regulation in November for the upcoming 2012 legislative session. Ms. White stated that the Board does not have changes to present at this time, but advised that any individual Board member who wishes to submit a proposal should do so by November.

2012 MEETING SCHEDULE

Ms. Howard distributed the 2012 schedule of Board meetings. Ms. White thanked the Board for "everyone's commitment to attendance".

COMPLAINT STATUS None

**OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY)**

Ms. Dole stated that Delaware is the only state in the union that has an annual resident's rights rally. Ms. Dole invited the Board to attend the rally on 10/4/11 from 1:00 – 3:00 at the Dover Sheraton. Ms. Dole asked the professional members to extend the invitation to their residents.

**PUBLIC COMMENT**

The Board recognized Varina Marshall. Dr. Marshall thanked Ms. Howard and Executive Director "Pam" Zickafoose for the assistance they've provided her during the AIT process. Dr. Marshall stated that she also wanted to attend the meeting so that she could be available to answer any questions the Board may have when reviewing her final AIT Progress Report. Dr. Marshall added that she tried to be as "thorough as possible and even resubmitted (her report) on the advice of" Ms. Howard and Dr. Zickafoose to make sure the Board had everything they needed.

**NEXT SCHEDULED MEETING**

The next meeting is scheduled to be held on November 8, 2011 at 1:00 p.m. in the second-floor Conference Room B of the Cannon Building located at 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business, Ms. Squier made a motion, seconded by Mr. Salitsky, to adjourn the meeting at 2:07 p.m. The motion unanimously passed.

\*After the meeting adjourned, Ms. White thanked Ms. Davis-Oliva for all of her assistance with the Board. Mr. Daisey advised that his term is expiring in October and he does not expect to be at any future meetings. Ms. White, Ms. Howard, and Ms. Davis-Oliva thanked Mr. Daisey for his work on the Board.

Respectfully submitted,



Michele Howard  
Administrative Specialist II